

MARINWOOD PARK AND RECREATION COMMISSION

AGENDA FOR P&R COMMISSION MEETING

Tuesday, March 25, 2014

7:30 PM – Marinwood Community Center classroom

1. Approval of agenda – *delete or table items, add discussion items*
2. Public Comment – *comments from the public on non-agenda items*
3. Minutes of February 25, 2014 Commission meeting
4. Review of draft Board Minutes of March 11, 2014
5. Budget 2014-15 - *draft*
6. Measure A long-term funding plan
7. Request from Lucas Valley Estates HOA to include Creekside Parks tennis courts in bid process for tennis court resurfacing
8. Request for Proposals for Landscape Maintenance – *review draft RFP*
9. Proposal to place owl boxes in Marinwood Park
10. Maintenance and Recreation activities reports
11. Commissioners' priorities for 2014-15
12. Q&A – *discussion with staff re: items not otherwise covered on the agenda*
13. Date and time for next Commission meeting: April 22, 2014

NOTE TO COMMISSIONERS:

- *If you will be unable to attend the meeting, please notify Tom Horne 479-7751 or Paula Collins 479-0775 at the Community Center by 5:00 PM the day before the meeting.*

MARINWOOD COMMUNITY SERVICES DISTRICT

MINUTES OF PARK AND RECREATION COMMISSION MEETING

February 25, 2014

Time and Place: 7:30 Marinwood Community Center Classroom.

Present:

Commissioners: Chair Izabela Perry, Eammon O'Brien, Kimberly Call, Eric Dreikosen and Sarah Paoli.

Absent: Tom Kunkel.

Staff: District Manager Tom Horne, Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.

Others present: Director Justin Kai, Linda Barnello, Shane Valentine, Francie Burkhard and Karen Rhodes.

Approval of Agenda

Perry stated she had removed Item 8 (Goals and Objectives for the Recreation Department in 2014-15) from the agenda. Horne and Perry had discussed this item and concurred they are management decisions. Perry stated there was previous discussion regarding owl boxes to be placed in our parks for pest control, but would like to reserve further comment until Harrelson is in attendance.

Public Comment

Linda Barnello inquired why there were plies of dirt and debris near the maintenance shed; are there residents dumping or is it District related. Perry replied Barnello should call Harrelson directly.

Francie Burkhard, the representative from the Marinwood Tennis Association, spoke in regards to repairing the lower tennis courts: they are in very poor shape. She commented she had spoken with DeMarta about sharing the costs and possibly using Measure A money. The Association has raised \$4,000, but acknowledges that a complete overhaul of the courts is about \$80,000. Burkhard urged the Commission to not close the courts, tennis programs are more popular than ever, and would like a commitment from the Board as well. The Association needs at least three courts in order to maintain league play. Perry responded the Commission understands the severity of the situation, and would love to resurface the courts as soon as possible, but in the end it all comes down to money.

Perry noted that Shane Valentine was in attendance, and that he had written a letter to the Board expressing interest in being appointed to the Commission.

Minutes of January 28, 2014 Commission Meeting

M/s Paoli/ Perry to approve Minutes of January 28, 2014.

Ayes: Perry, Paoli and O'Brien.

Abstaining: Call and Dreikosen.

Absent: Kunkel.

Review of draft Board Minutes of February 11, 2014

Perry asked if Horne could email her Ray Day's spreadsheet on the cost to the community of the proposed Bridge Housing development. Horne replied yes.

Call wanted the minutes to reflect she agrees with Kunkel in regards to current Commissioners having to send a letter of intent if they wished to be re-appointed to the Commission. Perry stated in the February meeting the Commission prepared a draft of policy for appointment of Commissioners and currently the draft is with the Fire Commission for their suggestions. Once the board approves the new policy, future Commission openings will be announced in October and the appointments will occur in December. Positions will be advertised via any medium available to the CSD. Any current Commissioner may, but is not required to send a letter to the Board requesting re-appointment.

Budget 2014/15

Horne reported he and DeMarta had finished going through the Recreation budget. Horne also reported he had met with the Personnel Committee to discuss possible wage increase for the Recreation employees. Under DeMarta and his staff, enrichment programs have flourished, they have expanded community special events and net revenue has increased dramatically. During the same period of time Recreation staff workload has increased dramatically to include many evenings and weekends. In addition the Recreation staff was the first to offer 10% in concessions to offset a loss in property taxes. It is recommended Paula Collins receive a 5% increase, DeMarta a 15% increase and to change the Recreation Coordinator to become equal with the Recreation Supervisor. Additionally for the Accounting Assistant we are requesting no monetary increase, but to offer dental insurance, which equals about \$1800 annually. Horne added that the cost of making the Rec Coordinator and the Rec Supervisor equal positions has already included in all the budget models you have seen, and the budget remains in the black. Perry stated she personally feels the Recreation Department has done a great job in increasing our revenues. We have so much talent in-house; we would not be looking at increases in revenue without DeMarta as Director. It is imperative that we keep the talent in-house and support our frequent verbal praises with actions. Call asked where MCSD falls in regards to salaries with competing agencies. DeMarta replied the

staff is paid second lowest in comparison with other agencies. DeMarta commented the past Recreation Director left for the City of San Rafael to become a Recreation Supervisor and now earns more than our District Manager. O'Brien stated he fully supports the proposed increases. Paoli agreed, as did Call. Dreikosen asked if there is a salary program in place. DeMarta replied no. Dreikosen noted it might be something we could look at for the future.

M/s Perry/O'Brien to recommend to the Board the proposed increases for Recreation staff. Motion carried unanimously.

Measure A

a. Allocation and 2013-14 revenue: Perry stated we've received \$42,000 and it has been spent on new Community Center flooring, a Recreation Dept. event shed and there is \$7,000 remaining which will be rolled over to next fiscal year.

b. FY 2014-15 budget Measure A-funded items: Perry commented we need to keep our aging infrastructure in mind and focus on revenue generating items such as the previously agreed upon kitchen upgrades (stove, hood, cabinets and floor), installation of the HVAC system, as well as tennis court upgrades. Horne noted he and DeMarta have allocated \$7,000 towards the re-coat for the tennis courts. O'Brien asked if it is wise to spend \$14,000 now on a three year fix for the tennis courts when \$80,000 could guarantee us new courts. DeMarta replied we would have to forgo all other projects and the building improvements are highly important due to the fact they are high revenue generators. Call asked if we could fund this project with help from the community by, for example, installing benches with donor's plaques. Perry replied that is a good long-term idea, but to keep the courts operational and safe the resurface should be done this year, funded by Measure A funds and Tennis Association fundraiser. She would like to see the Finance Committee look at this project and hopefully gather enough money through various "creative" ways over the next three years to fund a full replacement of the tennis courts. Burkhard stated the Association is happy to help with assurances from the Board that the courts will be repaired. DeMarta stated the CSD is willing to allocate \$7,000 at this time so the Association needs to come up with \$7,000 to help with the re-surfacing. Perry asked that a RFP be drafted for the next board meeting. Horne stated he will begin the process. He added other projects discussed were painting the exterior of the community center, and pool areas.

c. Long-Term Measure A funding plan: Horne stated it's a bit hard to do a full comprehensive plan. The one item we need to consider is repaving the sidewalks in the park. Perry asked Horne to include the results of Summer 2013 walk-through into the document listing all capital improvement projects, so all needs can be viewed at a glance which should make planning easier.

Maintenance and Recreation activities reports

DeMarta reported summer programming registrations have begun. Last year on the opening day the Recreation Department brought in about \$22,000, this year the number rose to \$68,000.

Call thanked DeMarta for the wonderful "Raise a Glass" wine tasting event.

Commission Priorities for its 2014-15 work plan

Perry asked each of the commissioners to think about their focus, interests, ways in which the Commissioners can help the CSD. As example, she had met with DeMarta, Bruton and Fretwell to discuss the upcoming "Marinwood Block Party". This event will be held on May 18th and she hopes it will be an opportunity for the community to learn more about the Board and both Commissions, see Board members /Commissioners face-to-face and learn more about what is going on in Marinwood. She also hopes to build a list of volunteers.

Call stated she would like to see the Community Center become "green certified".

Perry requested the Commissioners to think about what each person can bring to the table and in the April meeting the Commission will have a brainstorming session on this subject. Dreikosen asked what the Board and staff's priorities are of the Commission. Perry replied she is speaking of distinct ideas Commissioners can do, not ideas to press upon staff.

Q&A discussion with staff re: items not otherwise covered on the agenda

Horne thanked Perry for her volunteering on "Trail Day". Horne and the volunteers widened the trail out Blackstone Canyon.

Perry requested Commissioners attend Board meetings to be kept up to date.

The meeting concluded at 9:00PM.

The date of the next Park and Recreation Commission meeting is March 25, 2014 at 7:30 at the Marinwood Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

Marinwood CSD
Budget 2014- 2015, Summary of all Departments

July 1, 2014 Beginning Balance:

Marin Co. Fund 73700			
Wells Fargo Payroll			
Wells Fargo Savings			
<u>Cash on Hand for Deposit</u>			
Total	0	Fund Balance	0

OPERATIONS

Revenue	Department	Revenue		
	Park Department	338,388		
	Recreation Department	1,485,937		
	Fire Department	1,629,317		
	Street Light	23,960		
	<u>Property Tax</u>	<u>1,440,125</u>		
	Total	4,917,727	Revenue	4,917,727

Operating Expense	Department	Expenditures
	Park Department	582,525
	Recreation Department	1,852,741
	Fire Department	2,213,200
	<u>Street Light</u>	<u>23,960</u>
	Total	4,672,426

Capital Expense	Department	Capital Expenditures
	Park Department	7,000
	Recreation Department	68,000
	Fire Department	59,238
	<u>Street Light</u>	<u>0</u>
	Total	134,238

Expenditure (4,806,664)

Net Operational and Capital 111,062

Reserves and Contingencies	
Reserve for Capital replacement; 2.25% of total revenue	110,000
Unfunded Liabilities Reserve; 3.25% of total revenue	146,000
<u>Fund Balance restoration; 1% of total revenue</u>	<u>45,000</u>
Total	301,000

Contingencies (301,000)

Projected Change in Available Fund Balance: (189,938)

Projected Available Fund Balance as of June 30, 2015: (189,938)

Marinwood Community Services District
Fiscal Year 2013-2014 Budget to Actuals Comparison
as of January 31, 2014

Department	Budget 2013-14	Actual to 1/31/14	%	Proposed 2014/15	
Park					
Revenue					
Taxes	311,872	180,153	57.8%	360,031	15.44%
Special Taxes	320,281	176,048	55.0%	328,644	2.61%
Grants				7,000	
<u>Miscellaneous</u>	<u>2,599</u>	<u>356</u>	<u>13.7%</u>	<u>2,744</u>	
Total	634,752	356,556	56.2%	698,419	10.03%
Expenditure					
Salaries and Benefits	525,692	265,364	50.5%	432,111	-17.80%
Services and Supplies	115,265	93,343	81.0%	148,480	28.82%
Debt Service	1,934	1,816	93.9%	1,934	0.00%
<u>Capital Expenditure</u>	<u>0</u>	<u>0</u>		<u>7,000</u>	
Total	642,891	360,524	56.1%	589,525	-8.30%
<i>Park Revenue minus Expenditure</i>	<i>-8,139</i>	<i>-3,968</i>		<i>108,894</i>	
Recreation					
Revenue					
Taxes	488,148	280,691	57.5%	504,044	3.26%
User Fees	1,330,651	771,767	58.0%	1,413,496	6.23%
Grants				68,000	
<u>Miscellaneous</u>	<u>4,544</u>	<u>1,174</u>		<u>4,441</u>	-2.27%
Total	1,823,343	1,053,633	57.8%	1,989,981	9.14%
Expenditure					
Salaries and Benefits	1,205,892	700,338	58.1%	1,287,335	6.75%
Services and Supplies	455,947	345,792	75.8%	505,231	10.81%
Debt Service	60,356	60,356	100.0%	60,175	-0.30%
<u>Capital Expenditure</u>	<u>81,000</u>	<u>36,717</u>		<u>68,000</u>	
Total	1,803,195	1,143,204	63.4%	1,920,741	6.52%
<i>Rec Revenue minus Expenditure</i>	<i>20,148</i>	<i>-89,571</i>		<i>69,239</i>	<i>243.65%</i>
Fire Department					
Revenue					
Taxes	555,948	319,676	57.5%	576,050	3.62%
Special Taxes	938,965	516,095	55.0%	963,336	2.60%
Contracts for Service	640,674	274,513	42.8%	647,191	1.02%
Grants & Reimbursements	0	97,908		0	
<u>Fees, recoveries, interest</u>	<u>18,977</u>	<u>1,566</u>	<u>8.3%</u>	<u>18,790</u>	-0.99%
Total	2,154,564	1,209,758	56.1%	2,205,367	2.36%
Expenditure					
Salaries and Benefits	1,872,080	1,120,134	59.8%	1,928,539	3.02%
Services and Supplies	198,741	132,864	66.9%	207,110	4.21%
Debt Service	77,735	76,699	98.7%	77,551	-0.24%
<u>Capital Expenditure</u>	<u>0</u>	<u>1,970</u>		<u>59,238</u>	
Total	2,148,556	1,331,667	62.0%	2,272,438	5.77%
<i>Fire Dept. Revenue minus Expendi</i>	<i>6,008</i>	<i>-121,908</i>		<i>-67,071</i>	<i>-1216.42%</i>
Street Light					
Revenue					
Special Taxes	23,960	13,265	55.4%	23,960	0.00%
Loan and rebate	0	86,957		0	
<u>Interest</u>	<u>0</u>	<u>0</u>		<u>0</u>	
Total	23,960	100,221	418.3%	23,960	0.00%
Expenditure					
Services and Supplies	21,750	10,899	50.1%	23,960	10.16%
<u>Capital Expenditure</u>	<u>0</u>	<u>74,225</u>		<u>0</u>	
Total	21,750	85,124		23,960	10.16%
<i>Street Light Revenue minus Expeni</i>	<i>2,210</i>	<i>15,097</i>		<i>0</i>	
TOTAL REVENUE	4,636,619	2,720,168	58.7%	4,917,727	6.06%
TOTAL EXPENDITURE	4,616,392	2,920,518	63.3%	4,806,664	4.12%
Change in Fund Balance	20,227	-200,350		111,062	449.07%

MARINWOOD COMMUNITY SERVICES DISTRICT
PARK DEPARTMENT BUDGET FOR FISCAL YEAR 2014-15

Cost Center **6103011100**

Draft 3/21/14

SAP	Functional Area	Expense Object	Budget 2013-14	Actual 1/31/2014	% Budget 2013-14	Budget 2014-15	% Change
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EXPENDITURES:

EXPENDITURE: SALARIES & EMPLOYEE BENEFITS

5110110	Regular Salaries						
	101000	Administrative	23,910	11,722	49.0%	21,045	-12.0%
	103000	Park & Facilities Maint (90%Park salaries).	266,379	142,596	53.5%	201,957	-24.2%
5120110	103000	Overtime, park	<u>100</u>			<u>100</u>	
		Total Regular Salaries	290,389	154,318	53.1%	223,102	-23.2%
5110210		Extra Hire Salaries					
	101000	CSD Office hourly	4,114	2,877		4,197	
	103000	Extra Hire Grounds	<u>6,000</u>	<u>1,280</u>		<u>2,000</u>	
		Total Extra Hire Salaries	10,114	4,157	41.1%	6,197	-38.7%
		Total salaries	300,503	158,475	52.7%	229,299	-23.7%
		Employee Benefits					
5130120	103000	Group Insurance	121,280	59,827	49.3%	125,870	3.8%
5130510	103000	PERS	39,365	20,785	52.8%	27,584	-29.9%
5140115	103000	Workers Compensation Insurance	39,354	16,182	41.1%	29,951	-23.9%
5140130	103000	Physician services	500			500	
5140140	103000	Social Security/Medicare	22,988	10,096	43.9%	17,541	-23.7%
5140145	103000	Unemployment insurance	<u>1,702</u>			<u>1,366</u>	<u>-19.7%</u>
		Total Benefits & Employer Expense	225,189	106,890	47.5%	202,812	-9.9%
TOTAL SALARIES & EMPL. BENEFITS			525,692	265,364	50.5%	432,111	-17.8%

EXPENDITURE: SERVICES & SUPPLIES

5210120	103000	Consultant fees, GASB 45 val.	500			500	
5210131	103000	Legal expenses	500	1,414	282.8%	500	
5210210	101000	Audit fees(25%)	3,750	1,561	41.6%	3,200	-14.7%
5210215	101000	Banking fees		45			
5210230	103000	Payroll services	1,000	511		600	-40.0%
5210525	101000	General insurance	9,225	8,663	93.9%	9,225	0.0%
5210530	101000	Legal Settlements					
5210725	103000	Phone & Radio	1,144	506	44.3%	1,144	
5210810	103000	Electricity - PG&E	4,000	1,111	27.8%	4,000	
5210815	101000	Garbage, dump	17,100	12,494	73.1%	19,040	11.3%
5210835	103000	Water & sewer	15,000	11,771	78.5%	15,000	
5210910	103000	Vehicle Maintenance	4,000	1,996	49.9%	2,000	-50.0%
5210920	103000	MERA operations - 10%	1,456	1,664	114.3%	1,456	
5210940	103000	Maintenance - park tractor & equip	2,500	2,498	99.9%	2,500	
5211110	103000	Janitorial contract					
5211125	103000	Park and community landscape contract				40,000	
5211130	103000	Creek maintenance					
5211140	103000	Park and community landscape special				10,000	
5211220	103000	Equipment Rental	1,500	1,255	83.7%	2,180	45.3%

SAP	Functional Area	Expense Object	Budget 2013-14	Actual 1/31/2014	% Budget 2013-14	Budget 2014-15	% Change
5211320	103000	Education & training supplies	500			200	
5211325	103000	Conferences, mtgs					
5211330	103000	Membership dues	1,700	1,785	105.0%	650	-61.8%
5211340	103000	Training Expense - Park	2,000	980	49.0%	850	-57.5%
5211440	103000	General travel	1,100	923	83.9%	800	-27.3%
5211520	103000	Recruiting ads & legal notices	150				-100.0%
5211532	103000	Weed and pest control chemicals	800	491	61.4%	500	-37.5%
5211545	101000	Election expense - Park Tax Gann Limit	3,000				-100.0%
5211610	103000	Permits, Co. auditor fees, LAFCO share	1,500	600	40.0%	1,500	
5220110	103000	Office expense	700	262	37.5%	500	-28.6%
5220130	101000	Reprod. costs, copy machine 10%	500	460	92.0%	650	30.0%
5220210	103000	Replacement equipment & furnishings	1,500			1,500	
5220215	103000	Small tools	2,150	803	37.3%	800	-62.8%
5220220	103000	Maintenance - open space	3,500	31	0.9%	2,500	-28.6%
5220310	103000	Maintenance supplies, land & buildings	23,000	36,160	157.2%	20,000	-13.0%
5220610	103000	Gasoline, fuel	7,000	3,211	45.9%	3,000	-57.1%
5220810	103000	Misc supplies, community exp	1,000			1,000	
5220819	103000	Reg supplies	200			200	
5220825	103000	Uniforms & safety clothing	1,690	892	52.8%	885	-47.6%
5220826	103000	Food supplies					
5220827	103000	Household & janitorial supplies	1,500	1,257		1,500	
5220828	103000	First Aid supplies	100			100	
5420515		Co Pooled Investments interest					
TOTAL SERVICES & SUPPLIES			115,265	93,343	81.0%	148,480	28.8%
EXPENDITURES: DEBT SERVICE							
5211710	103000	MERA 10% principal	1,224	1,204	98.3%	1,224	
5211715	103000	MERA 10% interest	710	612	86.2%	710	
TOTAL DEBT SERVICE			1,934	1,816	93.9%	1,934	
EXPENDITURES: FIXED ASSETS: (Sch. C)							
5220900	103000	Cap. Outlay - Vehicles					
5220910	103000	Cap. Outlay - Park Improvements				7,000	
5220916	103000	Equipment & tools					
TOTAL FIXED ASSETS						7,000	

EXPENDITURES: CONTINGENCIES & RESERVES

Contingency, General (fund bal. unbudgeted)	
Reserves for equipment - years	<i>Proposed Annual</i>
<i>Asphalt repair - 15000 5 yrs</i>	3,000
<i>Solar power/water - 155000 10 yrs</i>	
<i>Re-pave walkways - 210000 10 yrs</i>	21,000
<i>Park toilet - 25000 5 yrs</i>	5,000
<i>Tractor - 55000 20 years</i>	2,750
<i>Tree replacement</i>	
<i>Miller Cr Sidewalk 50000 2 yrs</i>	25,000

SAP	Functional Area	Expense Object	Budget 2013-14	Actual 1/31/2014	% Budget 2013-14	Budget 2014-15	% Change
		<i>Open space road study</i>					
		<i>Tennis court repl - 60000 2 years</i>					
		<i>Pickup with rack -20000 4 years</i>	5,000				
		Contingency - wage & benefit increases					
		Contingency for emergencies					
TOTAL CONTINGENCIES & RESERVES							
TOTAL PARK BUDGET			642,891	360,524	56.1%	589,525	-8.3%
REVENUE OTHER THAN TAXES							
		Rebates					
4410125	103000	Interest -Pooled Investments	500	6		500	
4410127	103000	Interest -Pooled Investment ERAF	100	73		100	
4530516	103000	State - Parks & Recreation					
4530527	103000	State Grants				7,000	
4540510	103000	Fed. Park Srves					
4511210	103000	HOPTR	1,849	277	15.0%	1,994	
4570110	103000	Reimbursed expenses					
4710631	103000	Misc. revenue - contract services					
4710642	103000	Miscellaneous	150			150	
4810250	103,000	Operating Transfers In					
TOTAL REVENUE OTHER THAN TAXES			2,599	356		9,744	274.9%
REVENUE SUMMARY							
		Estimated Property Tax Revenue:					
4110110	103000	Current Secured	268,779	154,121	57.3%	312,550	
4110111		SB2557 Admin fees`	(4,838)	(2,275)		(5,436)	
4110115	103000	Unitary	1,605			1,860	
4110120	103000	Current Unsecured	6,094	5,579	91.6%	6,590	
4110140	103000	Excess ERAF	36,727	20,084	54.7%	39,692	
4110145	103000	PY/Reverse ERAF		822			
4110210	103000	Supplemental	2,846	1,441	50.6%	4,211	
4110215	103000	Supplemental Assessment, Current	43	105	245.0%	24	
4110225	103000	Supplemental Assessment, Redem.	257	86	33.6%	243	
4110310	103000	Prior Secured					
4110510	103000	Prior Unsecured	359	188	52.4%	297	
4560110	103000	In-lieu, Housing					
		Total Estimated Property Tax Revenue:	311,872	180,153	57.8%	360,031	
4120610	103000	Special Tax	321,481	176,716	55.0%	329,844	
4120611	103000	Administrative fee for Special Tax	(1,200)	(668)		(1,200)	
TOTAL BUDGET FUNDING			634,752	356,556	56.2%	698,419	
TOTAL PARK BUDGET			642,891	360,524	56.1%	589,525	-8.3%

To be provided from taxes and fund balance:

(108,894)

	Functional	Expense	Budget	Actual	% Budget	Budget	%
SAP	Area	Object	2013-14	1/31/2014	2013-14	2014-15	Change

Net operating budget for summary page:

582,525

MARINWOOD COMMUNITY SERVICES DISTRICT

PARK BUDGET FOR FISCAL YEAR 2014-15

SCHEDULE C: BUDGET DETAIL

SUB-OBJ.	TITLE	TOTAL
SUB-OBJECT DETAIL: SERVICES & SUPPLIES		
5210120	CONSULTANT FEES Participation in watershed fireroad study Engineer Indian mound Stream Protection	
5210725	TELEPHONE & RADIO Internet web hosting (10% x 600) High Speed internet Service Telephone, DSL & cell phones	1,144 60 100 984
5211220	EQUIPMENT RENTAL Park Equipment Rental Portable restrooms: Park & picnic area, 12 months	2,180 500 1,680
5211320	EDUCATION AND TRAINING SUPPLIES Park training materials Incentives	200 200
5211325	CONFERENCES, AND MEETINGS <u>Park:</u> CPRS conference - Harrelson Pac Southwest Maint Mgmt School (1 person) Other conferences & seminars	
5211340	TRAINING EXPENSE - PARK Continuing education - CEUs Applicator cert. Training, 1 @ 350 Pool Operator cert training, 1 @ 300	850 200 350 300
5211532	WEED & PEST CONTROL CHEMICALS Herbicides and insecticides Fertilizer Spray contract	500 200 300
5211610	MARIN COUNTY FEES LAFCO share Co auditor admin fees	1,500 550 950
5220210	REPLACEMENTS - EQUIPMENT & FURNISHINGS Slide replacement - Marinwood Park	1,500 1,500
5220215	SMALL TOOLS: Misc. small tools Backpack blower (\$800)	800 800

SCHEDULE C: BUDGET DETAIL

SUB-OBJ.	TITLE	TOTAL
	String trimmers (1@750)	
	<i>Less staff recommended reduction</i>	
5220310	MAINTENANCE SUPPLIES - LAND & BUILDINGS	20,000
	Building	2,000
	Plants & supplies	4,000
	<i>Misc plant replacements - 2,000</i>	
	<i>Top dressing & soil amendment - 2,000</i>	
	Irrigation	500
	Grounds & play equip	3,000
	Special park projects	10,500
	<i>Tree remove/replace - 6,000</i>	
	<i>Sidewalk repairs - 4,500</i>	
	<i>Asphalt walkway repairs, Lucas Valley Est.</i>	
5220825	UNIFORMS AND PROTECTIVE GEAR	885
	Shirts (3 full-time, 2 ea at \$20)	120
	Pants (3 full-time, 2 ea. at \$40)	240
	Boots (3 full-time, 1 pr. ea at \$180)	415
	Raingear (2 full-time, 1 ea. @ \$100)	200
	Spray suits, protective head, ear, eye wear	500
	Total replacement above x 65% est for budget	
	<i>Staff recommended reduction</i>	
5220900	CAPITAL OUTLAY - VEHICLES	
5220910	CAPITAL OUTLAY - PARK IMPROVEMENTS	7,000
	Measure A Grant Funded:	
	<u>Tennis court resurfacing</u>	<u>7,000</u>
		7,000
	From Fund Balance:	
	Tennis court resurfacing (2)	
	Sidewalks Miller Cr Rd	
	<u>Material storage bays</u>	
5220916	CAPITAL OUTLAY - PARK & PLANT EQUIPMENT	
	CONTINGENCY, SPECIAL & RESERVES	
	Reserves - veh. & park equip. replace.	
	Reserves - replace playground equipment	
	Reserves - ADA requirements for park	
	Reserves - major landscaping	
	General contingency for emergencies	
SUB-OBJECT DETAIL: REVENUE		
SERVICE CHARGE CALCULATION		
	Service Charge	\$184.58

SCHEDULE C: BUDGET DETAIL

SUB-OBJ.	TITLE	TOTAL
	Number of Parcels Charged	1,787
	Total Service Charge Revenue Budgeted:	<u>329,844</u>

**MARINWOOD COMMUNITY SERVICES DISTRICT
RECREATION DEPARTMENT BUDGET FOR FISCAL YEAR 2014-15**

6103012100

Draft 3/21/14

GL	Functional Expense	Budget	Actual	% Budget	Budget	%
Account	Area Object	2013-14	1/31/2014	2013-14	2014-15	Change

EXPENDITURES:

5110110	Regular Salaries					
	101000 Admin	23,910	13,596	56.9%	21,045	-12.0%
	102000 Maintenance (10% park staff hrs)	29,598		0.0%	0	-100.0%
	103000 Recreation	<u>244,583</u>	<u>147,946</u>	<u>60.5%</u>	<u>271,666</u>	11.1%
		298,091	161,542	54.2%	292,711	-1.8%
5110210	Extra Hire Wages					
	101000 Office hourly	8,228	6,536	79.4%	8,395	2.0%
	103000 Overtime					
	103000 General	6,000	947	15.8%	6,000	0.0%
	104000 Building attendant & janitorial	12,900	7,130	55.3%	12,900	0.0%
	105000 Pool salaries	126,000	84,924	67.4%	126,000	0.0%
	106000 Aquatics	35,000	34,928	99.8%	35,000	0.0%
	107000 Summer programs	294,536	193,148	65.6%	350,048	18.8%
	108000 Preschool	97,500	47,448	48.7%	105,000	7.7%
	109000 Tennis	0	469		0	
	110000 Youth programs	23,700	16,196	68.3%	28,300	19.4%
	111000 Adult programs	2,000	1,991	99.5%	2,000	0.0%
	112000 Community events	1,500	733	48.8%	1,400	-6.7%
	113000 Swim team wages	<u>50,000</u>	<u>9,685</u>	<u>19.4%</u>	<u>50,000</u>	0.0%
		657,364	404,133	61.5%	725,043	10.3%
	Total Wages	955,455	565,675	59.2%	1,017,755	6.5%
	Benefit & Employer Expenses					
5130120	103000 Group insurance	94,513	42,813	45.3%	103,557	9.6%
5130510	103000 PERS	33,083	16,747	50.6%	33,085	0.0%
5140115	103000 Workers Compensation Ins.	30,083	13,606	45.2%	33,178	10.3%
5140130	103000 Physician services	500		0.0%	500	0.0%
5140140	103000 Social Security/Medicare	71,258	47,048	66.0%	78,260	9.8%
5140145	103000 Unemployment Insurance	<u>21,000</u>	<u>14,450</u>	<u>68.8%</u>	<u>21,000</u>	0.0%
		250,437	134,663	53.8%	269,581	7.6%
510000		1,205,892	700,338	58.1%	1,287,335	6.8%
5210120	103000 Consultant fees, GASB 45 val.	500			500	0.0%
5210122	103000 Marketing expense	28,500	14,325	50.3%	28,500	0.0%
5210128	103000 Fingerprints	5,000	3,601	72.0%	5,000	0.0%
5210131	103000 Legal expenses	1,000	1,721	172.1%	1,000	0.0%
5210146	Recreation Program Contracts					
	103000 General recreation contracts					
	107000 Summer program contracts	21,431	26,354	123.0%	30,470	
	109000 Tennis contracts	36,000	29,601	82.2%	44,000	
	110000 Youth Program contracts	26,000	10,131	39.0%	28,025	

GL	Functional Expense		Budget	Actual	% Budget	Budget	%
Account	Area	Object	2013-14	1/31/2014	2013-14	2014-15	Change
	111000	Adult program contracts	21,720	13,084	60.2%	21,020	
	112000	Community Recreation contracts	0			0	
5210210	101000	Audit fees	3,750	1,561	41.6%	3,200	-14.7%
5210215	103000	Banking services	800	434	54.3%	800	0.0%
5210230	103000	Payroll services	3,500	1,900	54.3%	3,500	0.0%
5210525	103000	General insurance	8,500	7,623	89.7%	8,500	0.0%
5210530	101000	Legal settlements					
5210725	103000	Phone & Radio	5,000	1,971	39.4%	3,580	-28.4%
5210810	103000	Gas & Electric service	35,000	18,256	52.2%	35,000	0.0%
5210815	101000	Garbage, dump	4,600	3,340	72.6%	5,440	18.3%
5210835	103000	Water & sewer	1,696	735	43.3%	1,696	0.0%
5211110	104000	Janitorial contract	7,000	10,995	157.1%	25,000	257.1%
5211115	104000	Maintenance - special bldg*	0			0	
5211315		Staff training					
	103000	Recreation training expense	400	1,960	490.0%	400	0.0%
	105000	Pool training	1,000	884	88.4%	1,000	0.0%
5211320	103000	Books, publications, reference mat'l					
5211325	103000	Conferences, mtgs	3,000	655	21.8%	3,000	0.0%
5211330	103000	Membership dues	2,000	2,086	104.3%	2,200	10.0%
5211440	103000	General travel	2,000	593	29.7%	2,000	0.0%
5211520	103000	Publication & legal notices	500		0.0%	500	0.0%
5211545	101000	Election expense	1,750	1,157		1,750	
5211610	101000	Permits, Co. Finance, LAFCO	2,250	1,293	57.5%	2,500	11.1%
5220110	103000	Office expense	19,000	16,328	85.9%	20,500	7.9%
5220130	101000	Copy machine 60%, + outside printi	6,200	3,308	53.4%	6,200	0.0%
5220215	105000	Maintenance - pool misc & equipme	13,000	7,323	56.3%	13,000	0.0%
5220310	104000	Maintenance - Community Ctr	6,000	11,492	191.5%	6,000	0.0%
5220810	105000	Pool chemicals	14,000	10,993	78.5%	14,000	0.0%
5220819		Recreation supplies					
	103000	General recreation supply	2,000	3,285	164.3%	2,000	0.0%
	104000	Building rec supply		4,196			
	105000	Pool Supplies	6,500	2,880	44.3%	6,500	0.0%
	106000	Aquatic Supplies	5,000	4,840	96.8%	5,000	0.0%
	107000	Summer program expense	116,600	75,850	65.1%	126,000	8.1%
	108000	Preschool supplies	0	625		600	
	109000	Tennis class supplies	0			0	
	110000	Youth Program expense	6,750	4,467	66.2%	5,150	-23.7%
	111000	Adult program expense	500	2,554	510.7%	500	0.0%
	112000	Community Recreation expense	18,000	22,877	127.1%	16,700	-7.2%
5220825	105000	Pool guard clothing	1,000	1,254	125.4%	1,000	0.0%
5220826	105000	Vending machine supplies	5,000	8,786	175.7%	10,000	100.0%
5220827	103000	Janitorial supplies	12,000	8,972	74.8%	12,000	0.0%
5220828		First aid supply					
	105000	Pool first aid	1,000	1,504	150.4%	1,000	0.0%
	107000	Summer first aid supply	500			500	0.0%
5420500	103000	Interest on County Pooled Invest.	0			0	

GL	Functional Expense		Budget	Actual	% Budget	Budget	%
Account	Area	Object	2013-14	1/31/2014	2013-14	2014-15	Change
TOTAL SERVICES & SUPPLIES			455,947	345,792	75.8%	505,231	10.8%
5211710	103000	Principal, expansion loan - 50000	47,500	47,500	100.0%	50,000	5.3%
5211715	103000	Interest, expansion loan - 15400	12,856	12,856	100.0%	10,175	-20.9%
TOTAL LOAN PAYMENT			60,356	60,356	100.0%	60,175	-0.3%
5220910	103000	Building and Pool Improvements	55,000	32,796	59.6%	68,000	
5220916	103000	Rec Equipment	26,000	3,921	15.1%	0	
TOTAL FIXED ASSETS			81,000	36,717		68,000	

0	Contingency, General (fund bal. unbudgeted)						
	Reserves for equipment - years	<i>Proposed</i>			Budgeted:		
	<i>Solar power/water - 10 yrs</i>	<i>15,000</i>					
	<i>Air conditioning rec. hall - 3 yrs</i>	<i>0</i>					
	<i>Kitchen remodel - 2 yrs</i>	<i>10,000</i>					
	<i>Rec. hall floor replace - 2 yrs</i>	<i>10,000</i>					
	<i>Youth pool - 8 yrs</i>	<i>6,500</i>					
		<i>41,500</i>					

5450150	Reserve for pool building lease final pmt						
	Contingency - wage & benefit increases						
	Contingency for emergencies						

TOTAL CONTINGENCIES & RES			0			0	0
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TOTAL BUDGET RECREATION			1,803,195	1,143,204	63.4%	1,920,741	6.5%
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REVENUE

4410125	103000	Interest - pooled investments	500	9	1.7%	500	0.0%
4410127	103000	Interest - ERAF					
4410215	105000	Pool facility & group picnic rent	16,000	7,633	47.7%	16,000	0.0%
4410225	104000	Building rental	43,000	26,573	61.8%	43,000	0.0%
4511210	103000	HOPTR	2,894	434	15.0%	2,791	-3.6%
4530516	103000	Grants	81,000	42,272	52.2%	68,000	
4570110	103000	Reimbursed expenses	500	142	28.3%	500	0.0%
4631912		Vending & advertising					
	105000	Vending sales	10,000	11,021	110.2%	15,000	50.0%
	103000	Ad sales	10,000	8,747	87.5%	10,000	0.0%
4631914	112000	Community recreation activities	21,565	10,108	46.9%	21,375	-0.9%
4631915	109000	Tennis	46,200	32,882	71.2%	57,000	23.4%
4631917	105000	Pool revenue	65,000	41,909	64.5%	65,000	0.0%
	106000	Aquatics, swim classes	85,000	70,285	82.7%	85,000	0.0%
	113000	Swim team reimbursement	55,000	56,920	103.5%	57,000	3.6%
4631918	105000	Pool membership	62,000	43,953	70.9%	62,000	0.0%
4631919	111000	Adult Programs	37,050	20,919	56.5%	36,100	-2.6%
4631920	107000	Summer Programs	586,629	269,289	45.9%	709,684	21.0%
4631922		Youth Program revenue					
	108000	Preschool	123,500	70,165	56.8%	133,000	7.7%

GL	Functional Expense		Budget	Actual	% Budget	Budget	%
Account	Area	Object	2013-14	1/31/2014	2013-14	2014-15	Change
	110000	Youth Programs	88,207	58,384	66.2%	102,837	16.6%
4640329	103000	Unused credit		566			
4710615	103000	Donations	1,000	1	0.1%	1,000	0.0%
4710642	103000	Miscellaneous	150	731	487.4%	150	0.0%
TOTAL NON-TAX REVENUE			1,335,195	772,942	57.9%	1,485,937	11.3%

Total restricted funds & 6/30 balance budgeted 0

Other Revenue:

Revenue other than taxes 1,335,195 0.0% 1,485,937 0

Estimated Property Tax Revenue:

4110110	103000	Current Secured	420,697	241,233	57.3%	437,570	
4110111	103000	Tax Admin fee - contra revenue	(7,573)	(3,561)		(7,610)	
4110115	103000	Unitary	2,513			2,604	
4110120	103000	Current Unsecured	9,539	8,733	91.5%	9,226	
4110140	103000	Excess ERAF	57,485	31,436	54.7%	55,569	
4110210	10300	Supplemental	4,455	2,256	50.6%	5,895	
4110215	103000	Supplemental , unsecured	68	165	242.5%	34	
4110225	103000	Supplemental Assessment, Redem.	402	135	33.6%	340	
4110310		Prior Year Secured	0			0	
4110510	103000	Prior Unsecured	562	295	52.4%	416	
4560110	103000	In-lieu, Housing	0			0	
			488,148	280,691		504,044	
TOTAL BUDGET FUNDING			1,823,343	1,053,633	57.8%	1,989,981	0

TOTAL RECREATION BUDGET 1,803,195 1,143,204 63.4% 1,920,741

Surplus: To be provided from Fund Balance and Property Taxes: -69,239

Net operating budget for summary page:

1,852,741

**MARINWOOD COMMUNITY SERVICES DISTRICT
RECREATION BUDGET FOR FISCAL YEAR 2014-15**

SCHEDULE C: BUDGET DETAIL

GL	ACCT	Funct. Area	ITEM							
PROGRAMS AND PART-TIME										
5110210			BUILDING HOURLY							12,900
	101000		Building Attendant 5hr/wk x \$20/hr x 45 wks			6,500				
	103000		Hourly janitorial			6,400				
	109000		TENNIS			Revenue	Expense	Contracts	Wages	Balance
			Lesson & program revenue & expense			55,000		44,000		11,000
			<u>Court rental</u>			<u>2,000</u>				<u>2,000</u>
			Total			57,000		44,000		13,000
			Balance for overhead 22.8%							
	112000		COMMUNITY RECREATION			Revenue	Expense	Contracts	Wages	Balance
			Community Recreation events							
			Breakfast w/ Bunny (revenue goes to caterer)				100		200	(300)
			Sponsorship underwriting			6,000				6,000
			Wine Tasting event			1,800	1,300			500
			Oktoberfest			3,000	3,000			
			Café Marinwood			5,000	5,500		500	(1,000)
			Block Party			500	1,000		200	(700)
			Picnic in the Park			300	300		100	(100)
			Music Series in the Park (5 events)			3,500	4,000		200	(700)
			Halloween Harvest Festival			700	500		100	100
			Art Show			1,000	500			500
			Winter Fest			700	500		100	100
			Activenet Fees			<u>(1,125)</u>				<u>(1,125)</u>
			Total			21,375	16,700		1,400	3,275
			Balance for overhead 15.3%							
	107000		SUMMER DAY CAMP PROGRAMS			Revenue	Expense	Contracts	Payroll	Balance
			Marinwood Summer Camps			637,134	119,000		291,151	226,983
			<u>Specialty Summer Camps</u>			<u>72,550</u>	<u>7,000</u>	<u>30,470</u>	<u>13,239</u>	<u>21,841</u>
			Total			709,684	126,000	30,470	350,048	248,824
			Balance for general overhead 39.1%							
	110000		YOUTH PROGRAMS			Revenue	Expense	Contracts	Wages	Balance
			Art			2,000		1,400		600
			Babysitter training (Comm. Ctr. staff)			4,000			1,800	2,200
			Ballet			5,000		3,250		1,750
			Kung Fu			4,500		2,925		1,575
			Irish Dance			7,000		4,900		2,100
			Lego Engineering & Robotics			4,000		2,800		1,200
			Mad Science			3,000		2,250		750
			Mid-Winter Break Camp			11,000	1,500		4,500	5,000
			Mini Sports			5,000	500		2,500	2,000
			Music (Toddler & Baby Sings)			3,000		2,100		900
			Parents Night Out			11,000	1,200		7,000	2,800
			Sewing			750	450			300

SCHEDULE C: BUDGET DETAIL

GL ACCT	Funct. Area	ITEM					
		Spring Break Camp	13,000	500		2,500	10,000
		Tae Kwon Do	14,000		8,400		5,600
		Winter Camp	21,000	1,000		10,000	10,000
		ActiveNet fees	<u>(5,413)</u>				(5,413)
		Total	102,837	5,150	28,025	28,300	41,362
		Balance for overhead 40.2%					
108000		PRESCHOOL PROGRAMS					
		Preschool program	Revenue	Expense	Contracts	Wages	Balance
		Preschool program revenue	140,000	600		105,000	27,400
		ActiveNet fees	(7,000)				(7,000)
		Balance for overhead 100%					20,400
111000		ADULT PROGRAMS	Revenue	Expense	Contracts	Wages	Balance
		Ballroom Dance	5,000		3,750		1,250
		Boot Camp	3,000		1,950		1,050
		CPR/First Aid (staff)	5,000	500		2,000	2,500
		Zumba	4,000		2,400		1,600
		Krav Maga	5,000		4,000		1,000
		Jazzercise (revenue net)	2,800				2,800
		Yoga, Pilates & Meditation	10,000		7,000		3,000
		Fitness	3,200		1,920		1,280
		ActiveNet Fees	<u>(1,900)</u>				<u>(1,900)</u>
		Total	36,100	500	21,020	2,000	12,580
		Balance for overhead 34.8%					
105000		POOL	Revenue	Expense	Contracts	Wages	Balance
		Pool operation	<u>295,000</u>	<u>104,392</u>		<u>211,000</u>	
		Total	295,000	104,392		211,000	(20,392)
		Balance for overhead -6.9%					
EMPLOYEE BENEFITS							
5130510	103000	PERS					
		Employer contribution	12.085%				
		Employer-paid employee contribution					
		Total	12.085%				
5130120	103000	GROUP INSURANCE - monthly					
		CSD paid family health premium 2014		1,738			
		CSD paid Dental premium 2013		149			
		CSD paid vision premium 2013		21			
		CSD paid average life ins. Premium		31			
		CSD paid retiree health premiums		475			
		COMPENSATION INSURANCE:		2014/15 rates:			
5140115	103000	#9410 - recreation, administrative		1.97%			
		#9420 - manual		9.14%			
		#8810 - clerical		0.57%			
		#9053 - lifeguards		3.33%			
		Experience modification factor		147%			
		Discount under Program CSDA		5%			

SCHEDULE C: BUDGET DETAIL

GL ACCT	Funct. Area	ITEM		
5140145	103000	UNEMPLOYMENT INSURANCE - rate 1/14 to \$7000	3.7%	
5140140		SOCIAL SECURITY	7.65%	
SERVICES & SUPPLIES				
5211115	104000	SPECIAL BUILDING MAINTENANCE:		
		Replace kitchen counter top		
5220819		GENERAL RECREATION SUPPLY		500
	103000	Misc	500	
5210122	103000	MARKETING EXPENSE		28,500
		Review printing	22,000	
		Advertising & flyers	6,000	
		Website	500	
4631812	105000	Review ad sales		10,000
5211610	101000	MARIN COUNTY FEES		2,500
		LAFCO share	550	
		Pool permit	1,000	
		Co auditor admin fees	950	
5211325	103000	CONFERENCES, AND MEETINGS		3,000
		<u>Recreation:</u>		
		LERN conference	2,500	
		Seminars & meetings	500	
5210725	103000	TELEPHONE & RADIO		3,580
		Internet web hosting	600	
		Cable internet	480	
		Telephone	2,500	
5220110	10300	OFFICE SUPPLIES		20,500
		Office equip & maint	4,000	
		Postage	10,000	
		Office supplies	6,500	
5220910		CAPITAL IMPROVEMENTS		68,000
		Grant Funded:		
		Kitchen counters and flooring	18,000	
		Park electrical outlet extension	3,000	
		Pool building lights	4,000	
		Reception Hall lighting	10,000	
		Paint trim on Center & pool	15,000	
		<u>Reception Hall air conditioning</u>	<u>18,000</u>	
				68,000
		Fund Balance funded:		
5220916		CAPITAL EQUIPMENT		
		UV systems for main pool & tot pool		

Tom Horne

From: Lucas Valley Estates [lve.lvehoa@gmail.com]
Sent: Friday, March 21, 2014 11:20 AM
To: thorne@marinwood.org
Cc: Bruce Carmedelle; Tom Taylor; Liz Dale
Subject: Agenda item request: Park an Rec Meeting: Tennis court- Creekside Park

To: Tom Horne

Re; Agenda item request; MCSD Park and Recreation meeting; march 25

We would like to request Creekside Park tennis court repair bid request for the next Park and Recreation Meeting Agenda.

It has cone to our attention that bid requests are now being solicited for the repaving or repair of 2 MCSD maintained tennis courts;

We would appreciate it if the tennis court located in Creekside Park, LV Estates, could also be included in the current bidders submissions (for 1- court condition evaluation and 2- repair or re-paving cost estimate) in order for it to be considered for repairs this year during this current bid process.

Thank you for adding this item to the Park and Rec meeting agenda for consideration and approval of added Bid Request item at your next meeting (March 25).

Thank you,

Bruce Carmedelle,
President
LVEHOA

cc:
Tom Taylor
Liz Dale

3/21/2014

Tom Horne

From: Wright, Kevin [KWright@marincounty.org]
Sent: Thursday, March 20, 2014 5:20 PM
To: Horne, Thomas
Subject: RE: Measure A City, Town and Special District Program Update

Hi Tom,

The actual amount disbursed in January was for 7 months (there was only a 2-month delay between collection and deposit). The FY14-15 estimate for 12 months is based on the method the County uses to estimate department budgets for budget planning. We expect the estimate to be conservative. This is intentional to help prevent you from overcommitting Measure A funds on a project budget. However, the actual amount we receive will always be disbursed, and extra funds can either be rolled over or used on existing Work Plan project items, and reported on in the Expenditure Report at the end of the year.

Let me know if I can provide additional information.

Best,

Kevin

From: Horne, Thomas
Sent: Thursday, March 20, 2014 4:37 PM
To: Wright, Kevin
Subject: RE: Measure A City, Town and Special District Program Update

Kevin,

Can you confirm that the amounts disbursed to the Districts in January were based on sales from the months of April through September 2013?

We are working on our Work Plan for 2014-15. Our Park and Recreation Commissioners have noted that we received \$42,000 in January, and wonder whether your \$62K estimate for FY 2014-15 might be overly conservative, if the January \$42K disbursement was indeed for 6 months of revenues.

Tom Horne

From: Wright, Kevin [mailto:KWright@marincounty.org]
Sent: Monday, January 06, 2014 2:34 PM
To: Rob Braulik; Ann Danforth (ADanforth@ci.tiburon.ca.us); Mark Moses (Mark.Moses@cityofsanrafael.org); Mary Neilan - City Manager; Eric Erickson; Garrett Toy; Dave Donery (ddonery@townofsananselmo.org); Mario Fiorentini; mlangford@ci.sausalito.ca.us; Pam Shinault (pshinault@novato.org); 'corne@cityoflarkspur.org'; Madeline Thomas <bmkcsd-dm@sbcglobal.net> (bmkcsd-dm@sbcglobal.net); karl@tomalescsd.ca.gov; jlam@tcsd.us; Horne, Thomas; Johnathan Logan; 'Leighton Hills' (leighton.hills@muirbeachcsd.com); lkreuzer@strawberryrec.org; Dylan Squires
Cc: Dahl, Linda; Miska, Ron; Zupkow, Yvonne
Subject: Measure A City, Town and Special District Program Update

Hello everyone,

I hope you are having a pleasant beginning to the new year. On January 3rd we mailed final executed Measure A grant agreements to all of you for your records. We have also processed disbursements for those of you who have submitted a Work Plan to us. For those who have not, but plan to in the next month or two, we will process your disbursement shortly after we receive a Work Plan from you.

3/21/2014

This first disbursement was based on the total amount received from the Board of Equalization through the end of December. The total received for the City, Town and Special District Program came to \$982,288.76. The attached Excel workbook includes itemized disbursement amounts for all participants. I have also attached the approved Board letter from December 17, 2013 for your reference.

In February you will receive an estimate for the two disbursements scheduled for the coming fiscal year (July 1, 2014 through June 30, 2015). We are excited to be working with you and look forward to the great work you plan to accomplish with this funding. Please remember to take photos of your work and forward them to me or include them in your Expenditure Report at the end of the fiscal year. We will continue to be in touch with information about Measure A reporting requirements and other program updates.

Best,

Kevin



Kevin Wright
EXTERNAL AFFAIRS COORDINATOR

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Email Disclaimer: <http://www.marincounty.org/main/disclaimers>

Tom Horne

From: Sandra Libreri [sandra@hungryowl.org]
Sent: Wednesday, December 18, 2013 9:51 AM
To: thorne@marinwood.org
Subject: Hungry Owl Project Invoice
Attachments: 121218MP - Marinwood Park.pdf; ATT00004.htm; 2012 - HOP WildCare W9.pdf; ATT00007.htm

Hi Tom,

It was lovely to meet with you and Gary earlier this week. Thank you for showing me around the Marinwood Community Park and taking the time to discuss the options available for owl nesting box installations.

As promised I dug out a couple of statistics for you that you may find useful when putting your report together regarding raptor poisonings and rodent consumption by barn owls.

In 2012, approximately 80% of ALL raptors (owls, hawks etc) brought into WildCare, our local wildlife hospital, were tested positive for rodenticide poisoning. Rodenticides are a huge threat to owls, hawks and any wildlife that consume rodents.

A single Barn Owl family can consume 3,000 rodents in a single 4 month breeding cycle and in the greater Bay Area, they frequently have multiple breeding cycles per year. However, owls alone will not completely eliminate rodents. We also recommend removing sources of food, habitat and it will also help to use additional non-toxic methods of pest control (trapping, exclusion etc). Using Barn Owls for rodent control works best for larger properties.

I have attached a link to our website which Gary may find very helpful. It provides detailed information on selecting a safe area for install Barn Owl nesting boxes http://hungryowl.org/nesting_boxes/barnowl_where.html

Also I have attached a copy of our invoice for the consultation and a copy of the W-9. Please can you forward this onto the accounts department.

If you or Gary have any additional questions please let me know and I will try and help you, email is the best way to reach me.

Happy Holidays and Best Wishes, Sandra

Sandra Libreri
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3/21/2014

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Blue Bird Boxes

Bat Boxes

Selecting Safe Installation Sites - For Barn Owl Boxes

The information here will help you determine if boxes are appropriate for your site, and also how to select the safest installation locations.

A good site and installation will not only help your chances of attracting owls to your box, but will also help ensure that it will be as successful as possible for both you and the owls for years to come. Unfortunately there is no 100% guarantee that boxes will be occupied, but a good installation will give you the best chance possible. Please read the following topics to help you determine if boxes are appropriate and to help find the safest places to install them.

Generally, the Barn Owl's habitat consists of open spaces, such as fields, meadows and marshes. However, they can be found in urban areas as well, especially when open spaces are within a few miles. Densely wooded areas are usually unsuitable.

Rodenticides

No rodenticides (rodent poisons) can be in use on the property, inside or outside. A single poisoned rodent can potentially wipe out an entire owl family. If rodenticides have been in use on the property, boxes can be installed with a minimum of 3 months since the last use. If possible, confirm that any adjacent neighbors are not using poisons as well. We always encourage an Integrated Pest Management (IPM) approach, such as exclusion and trapping. Please view our "7 Steps to Non-Toxic Pest Control" for more information.

Noise

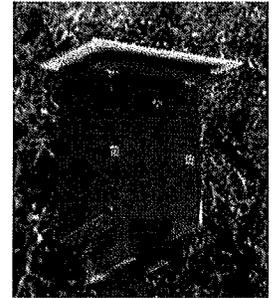
Owls can be noisy in and around their nests at night, especially during baby season. Some people may be comfortable with owl sounds within earshot of their home, but as a general rule of thumb, we recommend keeping around 100' of distance from the nesting box and any bedrooms. The sounds may range from screeches and squawks to clicks and hisses and many others in between.

Boxes Installed on Posts

Boxes installed on posts are typically a little more successful than boxes installed in trees. They have a higher occupancy rate, are usually occupied quicker (they are often easier for the owls to find), and are better at keeping the owls safe from predators and pests. Try to make sure there is enough flat ground in front of your post installed box for an orchard ladder to rest to provide safer access for cleaning etc. It is best if there is a tree within 30' of box and within view of the entrance hole for fledglings to fly to, but make sure there are no branches or anything that can provide access for predators and pests within 5' of box. Try to face your box towards an open space so the owls can find it easier and have a clear flight path in and out. Never lean a ladder against your post installed box or its support.

Boxes Installed in Trees

Nesting boxes can work in trees as well, but are typically trickier than post installed boxes. Look for a mature tree, ideally with a vertically straight trunk. We recommend installing boxes 9' - 12' off the ground. It is very important that there be no branches around the box and none below it. Either select a spot free of branches or clear out branches around box. Try to keep 5' - 10' of space from any branches or anything that can provide access to box for predators and pests. Keeping the box below the canopy can help avoid squirrels. 3' of metal flashing around the base of the tree, 1' above the ground will help deter access from the ground. Try to face your box



A tried and tested HOP owl box.

towards an open space so the owls can find it easier and have a clear flight path in and out.

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Prevailing Weather

Avoid facing box opening towards prevailing winds or weather. Avoid facing box southwesterly or towards afternoon sun (unless the box is shaded from the afternoon sun). There is no direction that the owls prefer.

Heat & Shade

Heat can be a serious threat to Barn Owls and especially Barn Owl chicks. It is ideal to have a bit of shade for your box, but we understand that this is not always possible. For boxes that are to be installed in exposed areas with lots of direct sun (especially afternoon sun), install our lighter colored boxes, which are better at reflecting heat. Please make sure your box has a sunroof (HOP built boxes come with sunroofs standard). Also for areas of high heat and sun, add an additional shade panel to the southwestern side of your box. We sell these simple panels or can provide plans to build your own.

Traffic/Activity/Disturbance Around Box

While Barn Owls can be found nesting in a wide variety of locations, both isolated and busy, it is best to select an area for your box that will have the least amount of potential disturbance as you can. It is possible to disturb nesting owls to the point that they abandon their nest, eggs or even chicks. Startling noises or activities are the most dangerous, such as turning on a weed whacker right next to the box or banging on the box or it's support. For boxes in trees, avoid tree work except during November, which is the time that Barn Owls are least likely to be around. If emergency tree work is required, please contact HOP first. Keep weed whacking, mowing or any noisy or potentially disturbing activity a minimum of 30' away from box. And never peek into your box!

Great Horned Owls

While the territory of Barn Owls and Great Horned Owls can overlap, the much larger GHO can potentially prey upon Barn Owls. If you regularly have Great Horned Owls in the area, nesting or hunting, it may not be a safe place to try to attract Barn Owls too. However, if Barn Owls are already also in the area, our boxes can provide safe nesting for them as they are sized to allow Barn Owls in and keep Great Horned Owls out. Great Horned Owls are the owls that make the common "hoo-hoo" sound that most people identify as an owl and usually prefer more densely wooded habitat (although they can also be found all over the place).

Roads & Highways

Install boxes away from busy roads and highways. Barn Owls are a low flying owl and frequently fall victim to busy roads, highways and freeways.

Power Lines & Utility Poles

NEVER install boxes on power lines or utility poles. They can be incredibly dangerous for Barn Owls and utility companies do not want nesting boxes attached to utility poles. If a bird is killed by a power line, please contact your local utility company. Most commonly, they will need to retrofit the line and poles on either side.

Swimming Pools & Bodies of Water

Keep nesting boxes at least 100' away from swimming pools and other bodies of water and ideally, out of line of sight with the box. Owl fledgelings and chicks are at risk of drowning in close bodies of water. Please keep swimming pools covered at night.

Cleaning & Maintenance

Boxes should be cleaned annually within the October to November window as this is the time of the year when the owls are least likely to be present. Any needed maintenance or tree work can be completed during this time as well. Please view our cleaning and maintenance page for more information.

Multiple Boxes

Installing multiple boxes is encouraged and will increase your chances of occupancy. Having multiple occupied boxes will increase the amount of rodent control coverage

you receive. Owl populations can naturally fluctuate from year to year, so do not be surprised if some years are slower than others. Once your occupancy rate has reached 80%, adding more boxes can help your population continue to grow and will help your overall coverage.

*Contact us with any questions and or for more information.
info@hungryowl.org - 415-454-4587*

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